

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.2</p> <p style="text-align: center;">Upload the Creditor Matrix</p>

II. Upload Creditor Matrix

A creditor matrix contains creditor names and their mailing addresses. This information is used for noticing and claims information. This process is also included in Chapter II, Section 2, *"Upload a Creditor Matrix"*.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Creditor Maintenance**.

STEP 3 Click **Upload a creditor matrix file**.

- ◆ **NOTE:** The creditor matrix must be in a **.txt (or .scn)** file format before it can be successfully uploaded. This is the only file that must be in a text format, not PDF format.

STEP 4 At Creditor Maintenance, click **Upload a creditor matrix file** to upload a file (or click **Enter individual creditors** to manually upload data - NOT recommended).

- ◆ The following screen confirms the case number. Click **Next**.

STEP 5 **Load Creditor Information** - This screen will verify the case number and provide an example of the required format name; e.g., "**creditor.scn**". This is the same format required by the court prior to accepting electronically filed matrices.

It is helpful to know the number of creditors being filed.

Click **Browse** to locate the creditor matrix file. It is good practice to ALWAYS view the contents of any file prior to uploading it into the system (single-click the filename, right-click with your mouse, then select Open to view). Once opened and viewed, close the screen and you will be returned to the directory of your document. Double-click on the highlighted file or select Open. The document will then populate the **Browse** field and the file is attached. Click **Next**.

Case number 06-10057

Enter name of file and click on Next

Example: c:\creditor.scn

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STEP 6 **Add Creditor(s)** - This will ask the user to verify the number of creditors being added. Click **Submit**.

Total Creditors Entered 7
<input type="button" value="Submit"/>

STEP 7 The **Creditors Receipt** screen will confirm the number of creditors added into the database.

Case Number	06-10057
Total Creditors Added to Database	7

NOTE: This event will NOT generate a Notice of Electronic Filing, nor will it appear on the case docket.